CAFC-97-08M

**Concordia University**
**Faculty of Commerce and Administration**
**Faculty Council**
**Friday, November 28, 1997**

**Present:** M. Anvari (Chair), K. Argheyd (Mana.), C. Bayne (DS&MIS), S. Betton (Finance), A. Brodt (Finance), J. Craighead (Acco.), J. Etezadi (DS&MIS), Z. Gidengil (Mktg.), J. Hall (Mana.), L. Healey (Reg.), S. Hoffman (Lib.), A. B. Ibrahim (Assoc. Dean), G. Johns (Mana.), G. Kanaan (Acco.), L. McGown (Mktg.), G. Martin (Comp.Sci.), D. Morin (Assoc. Dean), D. Nizzola (CASA), R. Padilla (CGSA), J. J. Segovia (Acco.), J. Switzer (Fina.), A. Teffeteller (CMLL), M. Thakor (Mktg.), T. J. Tomberlin (Assoc.Dean), H. Warsame (Acco.)

**Absent with regret:** A. Ahmad

I **Call to Order**
The meeting was called to order at 09:45.

II **Closed Meeting**

III **Open Meeting**

IV **Approval of Agenda - CAFC-97-08A**
IT WAS MOVED BY J. CRAIGHEAD AND SECONDED BY J. HALL THAT THE AGENDA, CAFC-97-08A, BE APPROVED AS PRESENTED.

A discussion ensued regarding the advisability of moving Article VIII, 2 to the end of the agenda. It was noted that while the main purpose of Council is to oversee curriculum issues, the lengthy discussion of the Beta Gamma Sigma at the previous meeting resulted in two major curriculum revisions being approved without discussion.

THE MOTION WAS CARRIED UNANIMOUSLY.

V **Approval of the Minutes - CAFC-97-07M**
IT WAS MOVED BY J. HALL AND SECONDED BY H. WARSAME THAT THE MINUTES, CAFC-97-07M, BE APPROVED WITH THE FOLLOWING REVISIONS: INCLUDE A. BRODT AND T. J. TOMBERLIN IN THE LISTING OF "ABSENT WITH REGRET", INSERT THE NAMES OF THE MOVER AND SECONDER FOR THE MOTION IN SECTION XIV, 2.

THE MOTION WAS CARRIED UNANIMOUSLY.

VI **Chair's Remarks and Question Period (15 minutes maximum)**
The Chair reported that the University has decided to disband the Faculty Personnel Office and devolve the responsibilities of the office to the Faculties. The University has agreed to provide the Faculties with the appropriate resources to assume the additional tasks. It is hoped that a Personnel Officer will be in place by the beginning of the new year.

With regard to the University space plan, he reported that a detailed plan for retooling the GM building has been useful in attracting donors for financial assistance. He reported that the Molson Foundation has awarded the Faculty a donation of $3.5M to improve facilities, the largest single donation to date in Concordia's Capital Campaign for which $40M of the $55M Capital Campaign goal has already been pledged. There are no further developments on the proposed model for the GM building because the University is now considering the purchase of the land on the corner of St. Catherine and Guy Streets which could impact on the Faculty's future location. Plans to construct a joint Fine Arts - Engineering Building downtown and a Science building for the Faculty of Arts & Science on the Loyola campus are also being considered.

The Chair reported the success of the 1997 Awards of Distinction Luncheon held November 27th at the Queen Elizabeth Hotel. With regard to the Faculty Placement Centre, he reported that two members of the Faculty Advisory Board had assisted with the development of the job profile for the Director of the Centre. The advertisement for the position will appear in The Gazette on Saturday and office space is being prepared on the tenth floor of the GM building. It is hoped that the Centre will be in operation by early January.

The Chair reported that $20,000 of the revenues generated by the privatization fee for international students has been equally allocated to the five departments and all faculty members, full-time and part-time, will be provided with voice mail. He reported that the CIT has been conducting and will continue to conduct seminars to introduce faculty members to new software packages. The CIT Learning Clinic will soon be available to faculty members to learn how to incorporate new technology in their courses. A Task Force has been struck to examine the use of computers by our students. The composition of the Task Force includes: D. Dicks, J. Lightstone, G. Johns, J. Woodrow, M. Di Grappa, M. Genova, C. McKinnon and M. Anvari. The Presidents of CASA and the CGSA and the Director of Purchasing have also been asked to join. The Task Force is discussing the establishment of partnerships with technology companies.

The Chair announced that four of the top ten students in the 1997 Uniform Final Examination of the Order of Chartered Accountants of Quebec are Concordia students.

In closing, the Chair invited all the members of the Faculty Council and all faculty and staff to join the annual holiday celebration to be held on Thursday, December 18, 1997 at 4:00 p.m. GM403-2.

In response to a question about the responsibility for the management of the Faculty Placement Centre, the Chair advised that the fees raised by the students for the Centre and the financing from the Faculty will be combined to support the Centre. The Centre will be administered by the Faculty as a unit of the Faculty of Commerce and Administration. As to a mechanism for student input, he suggested that an Advisory Board be established for the Centre which would include student representation and members from the Faculty Advisory Board. Several suggestions were made about publicizing the position of the Director. In reply to a question about student representation on the selection committee for the Director, the Chair stated although the Centre will be partially financed by the students, the administrative procedures for all Faculty units will be followed. The Chair gave his assurances that he would talk with the student representatives prior to a final decision being made.

## VII Faculty Council Elections

## VIII Business Arising from Previous Meeting

1. Draft #5 Academic Plan 1998 - 2000 - CAFC-97-08A-01

G. Kanaan explained that the Faculty Planning and Budget Committee was established two years ago based on a University mandate issued to all Faculties to plan their future directions in light of severe budgetary constraints. The first report prepared by the committee recommended that the Faculty seek the accreditation of the AACSB and the second report provided the extensive, detailed information for the successful AACSB accreditation process. Draft #5, the third report, proposes that the goal of the Faculty be "to be recognized as the leading business school in Canada" and identifies the objectives to be pursued to attain this goal. He also described the process of consultation followed by the committee advising that numerous revisions have been made to the original document as a result of faculty input. He outlined the objectives emphasizing the interrelatedness of the objectives.

During the discussion it was agreed that the following revisions would be made to the document:

Sub-section 4.4., Student Services, Action Plan #1: "....establish a student placement centre...";

.All references to faculty will be changed to read part-time and full-time faculty;

With regard to a suggestion that the expansion of co-op programs be included in the plan, it was pointed out that the University Co-op program currently has more jobs than students . The timing for co-op activities is critical to the success or failure of the operation. Good students must be recruited, trained and available when the jobs become available. If students are not available, companies find other suppliers and recruitment depends on a placement rate of 100%.

IT WAS MOVED BY Z. GIDENGIL AND SECONDED BY L. MCGOWN THAT THE FACULTY OF COMMERCE & ADMINISTRATION ACADEMIC PLAN 1998-2000, CAFC-97-08A-01, BE ACCEPTED BY FACULTY COUNCIL WITH THE MINOR MODIFICATIONS RECOMMENDED.

It was agreed that page 4, paragraph 2, line one be modified to read: "...the Diploma in Institutional Administration and the Diploma in Sports Administration....".

THE MOTION WAS CARRIED UNANIMOUSLY.

2. Beta Gamma Sigma - Constitution and By-laws - CAFC-97-08A-02

One member of Council questioned why this issue was on the agenda inasmuch as the Council had approved the application for a Beta Gamma Sigma chapter at the October meeting of Council. It was noted that the last paragraph on page 4 of the minutes of the October meeting indicated a commitment to bring the revised constitution and by-laws back to Council for approval.

H. Warsame reported that he had confirmed with the administration of Beta Gamma Sigma that the application can go forward with the minor revisions to the constitution and by laws which were recommended by Faculty Council as per document CAFC-97-08A-02. He

agreed to clarify the eligibility of part-time faculty.

It was suggested that the question be called and the operational details of the chapter be discussed in another forum.

IT WAS MOVED BY L. MCGOWN AND SECONDED BY B. IBRAHIM THAT FACULTY COUNCIL APPROVE THE REVISIONS TO THE CONSTITUTION AND BY-LAWS OF THE BETA GAMMA SIGMA AS PRESENTED IN DOCUMENT CAFC-97-08A-02.

THE MOTION WAS CARRIED (24 in favour, 0 opposed,1 abstention)

G. Fayerman reported that four Concordia students placed in the top 10 in Quebec in the Uniform Final Examination of the Order of Chartered Accountants of Quebec. Concordia has the highest pass rate for first time writers in Quebec - 70.4%. There were 98 first time writers from Concordia, the largest number of first time writers in Quebec. The overall pass rate for first time writers in Quebec is 53%, the overall pass rate in Canada is 64.5%. The first time writers from HEC have a pass rate of 61%, the other Francophone universities have a pass rate of 48% and McGill's pass rate is 45%.

IT WAS MOVED BY B. IBRAHIM AND SECONDED BY K. ARGHEYD THAT FACULTY COUNCIL CONGRATULATE AND THANK THE DIPLOMA IN ACCOUNTANCY STUDENTS, THE MEMBERS OF THE FACULTY AND STAFF OF THE DIPLOMA IN ACCOUNTANCY PROGRAM AND THE DEPARTMENT OF ACCOUNTANCY FOR THE SUCCESS OF CONCORDIA IN THE 1997 UNIFORM FINAL EXAMINATION OF THE ORDER OF CHARTERED ACCOUNTANTS OF QUEBEC.

THE MOTION WAS CARRIED UNANIMOUSLY.

**IX** **Report: Undergraduate Programs, Academic and Student Affairs**

D. Morin reported the success of the information session on the new grading system and re-evaluation process. With regard to grade submission, she reported that all faculty will receive a reminder of their examination dates and the respective grade submission deadline. All grades are due prior to the holiday break. She reported that she would work with the Chairs in an effort to coordinate the scheduling of mid-term exams. She thanked everyone who participated in the recent CEGEP visits and announced that a get together will take place next week for the sponsor of the Undergraduate Business Games, the Bank of Montreal, participating students and faculty members. In conclusion, she reported that the international recruitment brochure has been widely distributed and requests for information are being received. Copies were distributed by the Registrar's Office in Hong Kong and Korea, by Professor Baba in the West Indies and by Professor Sharma in India . Concordia will be represented at the educational fairs in Mexico in January and in Bahrain in April.

In response to a question about enrolment, D. Morin reported an increase of 9.5% in new students as of September 1997, January 1998 enrolment is now 144 new students compared with 92 in January 1997.

**X** **Report: Graduate Programs, Research and Program Evaluation**

T. J. Tomberlin reported that the Faculty Academic Programs Committee approved the extension of the self-financing program for international students to all graduate programs with the exception of the Joint Ph.D. Program due to the complexity of the administration of the joint program. He explained that international students, those who do not come from French speaking countries as

recognized by CREPUQ, pay $8,300. per thirty credits. Concordia keeps $1,700 of the $8,300 with the balance going to the Quebec government. Via a complicated formula Quebec returns approximately $5,500 per student to the University at large. As there are few international students registered in the graduate programs, the impact on our students will be minimal. The intent is to promote the programs abroad, as is done with the undergraduate programs, to increase enrolment and to raise additional funding.

T. J. Tomberlin reported that advantages include some control over the student tuition fees with the option of offering fee remission scholarships to attract excellent students to the programs; the ability to offer both graduate and undergraduate programs at the international educational fairs as do our competitors, to maximize international recruitment efforts, and to generate additional revenues. The tuition fee has not yet been determined but would be marginally higher than the undergraduate rate based on the market.

IT WAS MOVED BY L. MCGOWN AND SECONDED BY M. THAKOR THAT FACULTY COUNCIL ENDORSE THE PROPOSAL TO SEEK THE APPROVAL OF THE BOARD OF GOVERNORS TO EXTEND THE SELF-FINANCING PROGRAM FOR INTERNATIONAL STUDENTS TO ALL GRADUATE PROGRAMS WITH THE EXCEPTION OF THE JOINT PH.D. PROGRAM.

THE MOTION WAS CARRIED (22 IN FAVOUR, 0 OPPOSED, 2 ABSTENTIONS)

C. Bayne reported that a proposal from the Exercise Science department for a Graduate Certificate in Sports Administration would soon be submitted to the Arts and Science Faculty Council. The proposal was not developed with the collaboration of the Faculty of Commerce and Administration which has been a thirty year tradition. With regard to his interim response to the Appraisal Committee, he reiterated the need for the Faculty to ensure the quality of the DIA/DSA administration and curriculum. With regard to the curriculum revisions approved at the last meeting of Faculty Council, he reported that the Chair of the Marketing Department has requested that that students entering the program with an exemption from Marketing be required to take Marketing 510 or Marketing 545. He explained that the program committee had recommended that Marketing be removed from the Sports Administration core while at the same time recommending a replacement course offered by Exercise Science which is essentially a Marketing course. The consequence of this recommendation would be the transfer of FTE credits from the Faculty of Commerce and Administration to the Faculty of Arts and Science. C. Bayne asked that Faculty Council reinstate Marketing 510.

T. J. Tomberlin reported that the curriculum revisions approved by Faculty Council in October would be considered by the Council of the School of Graduate Studies and the Academic Programs Committee on December 1, 1997 and would proceed to Senate in January 1998. He suggested that the program committee follow the normal channels for curriculum revision which would be presented to Faculty Council at a later date. With regard to confusion about the control of the Diploma in Sports Administration, he confirmed that the program was a degree program of the Faculty of Commerce and Administration which has total control of the Diploma in Sports Administration. Any change in the relationship of the Faculty of Commerce and Administration with the department of Exercise Science must follow normal curriculum procedures. C. Bayne agreed to pursue the normal curriculum procedures through the Faculty Academic Program Committee.

## XI Report: External Affairs and Executive Programs

XII **Report: Administrative Affairs and Human Resources**

B. Ibrahim reported that the criteria for computer acquisition by faculty members has been developed with the collaboration of the five department Chairs.

XIII **Reports from Faculty Representatives on University Committees**

1. **University Senate**
   A. Teffeteller reported that the graduation lists and curriculum packages from the Faculties were approved at the October 31st meeting of Senate.

2. **Arts and Science Faculty Council** - There was no report.

3. **Senate Academic Planning and Priorities**
   The Chair reported that the only topic of discussion was the next phase of planning .

4. **Senate Academic Programs Committee**
   T. J. Tomberlin reported that curriculum revisions were considered at the last meeting that he had attended.

5. **Senate Research Committee**
   T. J. Tomberlin reported that the committee discussed two issues related to research activities with human subjects - the establishment of an internal review committee and the tri-Council guidelines on ethics.

6. **Senate Academic Services Committee**
   D. Morin reported that the committee discussed collaboration between Audio Visual and Computing Services.

7. **University Library Committee**
   S. Hoffman distributed a listing of electronic databases for business and economics students. She highlighted the features of four new databases and mentioned that the cost of printing has been reduced to seven cents per page.

8. **Undergraduate Scholarships and Awards Sub-committee**
   There was nothing to report.

9. **Computer Resources Committee** - There was no report.

10. **Board of Governors** - There was no report.

11. **Council of Graduate Studies** - There was no report.

XIV **Reports from Student Associations**

1. **C.A.S.A. Report**
   D. Nizzolla reported the success of the recent Sports Marketing seminar. He thanked faculty members who attended, in particular C. Bayne who spoke at the seminar. He reported that CASA has arranged a tour of Seagrams and a joint luncheon with McGill's MIS association and preparation for the Undergraduate Business Games and the Commerce Games is underway. He thanked D. Morin for her help in obtaining sponsorship from the Bank of Montreal. He reported that CASA participated in five of six competitions in the Intercollegiate Business competition held at Queen's University with

the Concordia MIS team ranking second in Canada. In conclusion, he reported the establishment of the "CASA Cares Foundation" which will host a dinner for the homeless at a neighbourhood shelter and is organizing Concordia Commerce Challenge competing with McGill to raise the most money in a twenty-four hour period. Donations of food and services are being solicited and the event will be promoted by a local radio station.

2. **C.G.S.A. Report**

R. Padillo reported that the CGSA voted to join the undergraduate students in support of the Faculty Placement Centre. He reported that preparation for the International MBA Case Competition was going well and encouraged faculty to participate.

## XV New Business

1. Revision of Re-evaluation Procedures - CAFC-97-08A-03

J. Jans advised that the document, CAFC-97-08A-03 contained only the front pages of the double-sided document.

J. Jans explained that the revision proposes to eliminate requests that are not strictly re-evaluation requests by having the Department Chair make the decision as to whether the case would proceed as an evaluation or be handled as a complaint. Students who disagree with this decision can appeal to the Senate Appeals Committee. He pointed out that article 19 allows the Chair to call a meeting with the instructor and the re-evaluator in cases where there is a discrepancy with the grade.

B. Freedman highlighted the revisions stating that the intent is to address the numerous problems with the existing process and to provide fair and equitable treatment of students across the University.

It was commented that the existing re-evaluation process worked well for the Faculty of Commerce and Administration where approximately two cases per year were dealt with by an elected Faculty Re-evaluation Committee. The proposal was compared to the revised code of conduct which has been found to be more cumbersome than the previous process and has resulted in an increased administrative work load for the Faculty. One member of Council stated that the process appeared to be unnecessarily bureaucratic. It was suggested that the screening be done at the beginning of the process to eliminate the need for a Senate Appeal Committee. It was argued that students can be treated fairly in their Faculty without enforcing uniformity across the University. It was asked if the student was remitted the $15.00 charge if the Chair judged the request to be inappropriate. It was suggested that students would take their requests to the Senate Appeals Committee merely to get the value of their $15.00.

IT WAS MOVED BY L. MCGOWN AND SECONDED BY T. J. TOMBERLIN THAT THE ITEM BE TABLED.

THE MOTION WAS CARRIED UNANIMOUSLY

It was agreed that the complete document would be sent by e-mail to the Chairs and Program Directors. Comments from would be forwarded to J. Jans prior to the end of January.

## XVI Other Business

IT WAS MOVED BY J. HALL AND SECONDED BY J. CRAIGHEAD THAT THE MEETING BE ADJOURNED.

THE MOTION WAS CARRIED UNANIMOUSLY.

The next regular meeting of Faculty Council will take place on Friday, January 9, 1998 in room GM403-2 beginning at 09:30.